

NRC FORM 114  
(5-90)  
NRCM 4108

U.S. NUCLEAR REGULATORY COMMISSION

**CAREER OPPORTUNITY ANNOUNCEMENT**

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER, CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NON-NECESSARY REASONS SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE <b>Senior Accountant</b>		ANNOUNCEMENT NUMBER <b>0249001</b>	DATES: OPENING <b>10/22/01</b> CLOSING (Close of business) <b>11/13/01</b>	EXPIRATION (For "Open Unit Filled" vacancies remove posting on this date)
SERIES <b>0510</b>	GRADE <b>GG-15</b>	KNOWN PROMOTION POTENTIAL TO <b>GG-15</b>	AREA OF CONSIDERATION NATIONWIDE <input checked="" type="checkbox"/> WASHINGTON, DC COMMUTING AREA <input checked="" type="checkbox"/> REGION COMMUTING AREA <input checked="" type="checkbox"/> OTHER <b>NRC Wide</b>	
ORGANIZATION LOCATION <b>Office of the Chief Financial Officer Division of Accounting and Finance General Accounting Branch</b>			TYPE OF POSITION BARGAINING UNIT <input checked="" type="checkbox"/> FULL-TIME <input checked="" type="checkbox"/> PERMANENT APPOINTMENT INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING NONBARGAINING UNIT PART-TIME TEMPORARY APPOINTMENT NOT TO EXCEED	
DUTY LOCATION <b>Rockville, MD</b>	TRAVEL REQUIREMENTS <b>Minimal</b>	NAME OF IMMEDIATE SUPERVISOR <b>Anthony Rossi</b>		

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SP171 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 114, VACANCY APPLICATION STATUS NOTICE (NRC applicants only)
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANTS (ONLY); FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Specify).

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE

NONBARGAINING UNIT POSITIONS ONLY. CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL.

DUTIES OF POSITION (if this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

Incumbent prepares the NRC's annual financial statement. Ensures NRC adheres to generally accepted Federal accounting standards and ensures that NRC meets the GAO, Treasury, and OMB financial reporting requirements. Serves as liaison with the Office of the Inspector General on issues related to NRC's financial statement.

QUALIFICATIONS REQUIRED (if the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

All candidates must have knowledge of accounting principles and standards as evidenced by a 4-year degree that included at least 24 semester hours in accounting.

Candidates must also have specialized experience which demonstrates a knowledge of Federal government accounting regulations and procedures. At least one year of this experience must be at the next lower grade level or equivalent.

RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

APPLICANTS ARE REQUIRED TO ADDRESS THE RATING FACTORS LISTED BELOW.

1. Comprehensive knowledge of generally accepted accounting principles, theories, and practices, and of Federal financial auditing standards, in order to prepare the agency's financial statements.

(EXAMPLE: Provide examples of progressively responsible experience which

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FOR ADDITIONAL INFORMATION CONTACT

Robin Avent

Email: RAA

Mail Stop: T2D32

TELEPHONE

AREA  
CODE

NUMBER

301

415-7018

SEND APPLICATION MATERIALS TO:

<input checked="" type="checkbox"/> Human Resources Services & Supervision Office of Human Resources	<input type="checkbox"/> Region I Personnel Officer	<input type="checkbox"/> Region II Personnel Officer	<input type="checkbox"/> Region III Personnel Officer	<input type="checkbox"/> Region IV Personnel Officer
U.S. Nuclear Regulatory Commission Washington, D.C. 20555	U.S. Nuclear Regulatory Commission 475 Allendale Road King of Prussia, PA 19406	U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23785) Atlanta, GA 30303	U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532	U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011

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RATING FACTORS - CONTINUED

demonstrates knowledge of accounting and auditing standards. Provide specific examples of your experience and accomplishments providing advice and assistance on issues pertaining to the preparation and submission of external financial reports. Describe your role in overseeing, directing and/or reviewing the work of certified public accountant contractors in the preparation of financial statement workpapers in support of the Balance Sheet, Statement of Net Cost, Statement of Changes in Net Position, Statement of Budgetary Resources, and Statement of Financing.)

2. Demonstrated ability to analyze accounting data, procedures, and policies to determine the adequacy of management controls, adherence to reporting requirements, and to render accurate and complete financial information.

(EXAMPLE: Describe your experience establishing management control procedures and recommending improvements or corrective actions using generally accepted accounting principles. Provide examples of work assignments which required you to establish and maintain general ledger accounts in accordance with the Treasury's Standard General Ledger. Provide examples of experience which demonstrates your ability to analyze accounting data, procedures and policies relating to financial information. Include the purpose and results of your analyses.)

3. Experience interpreting and implementing applicable statutes, guidelines and regulations pertaining to the financial reporting requirements of the NRC.

(EXAMPLE: Describe specific assignments which required you to interpret and implement accounting standards issued by the Federal Accounting Standards Advisory Board, American Institute of Certified Public Accountants, and authoritative guidance of GAO, OMB, and Treasury as they pertain to financial reporting requirements. Provide examples of experience establishing and maintaining general ledger accounts in accordance with the Treasury's Standard General Ledger.)

4. Demonstrated knowledge of automated systems applied to financial operations and reporting.

(EXAMPLE: Describe your experience participating in performance reviews conducted on systems and processes which provide program and financial data. Provide examples of your role in establishing system requirements, recognizing areas for improvement, and coordinating with financial systems personnel concerning financial operations and reporting needs involving system design and/or modifications.)

5. Skill in communicating ideas and recommendations clearly, effectively, and concisely, orally and in writing, in a form suitable for

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**RATING FACTORS - CONTINUED**

senior management.

(EXAMPLE: Describe specific experience, training and accomplishments which demonstrate your ability to communicate information, both orally and in writing. Describe the various types and level of individuals you communicate with. What kind of information was provided and for what purpose? Include examples of presentations you have given and the types of original writing you routinely perform. What were your most challenging writing assignments?)

6. Demonstrated ability to establish and maintain effective work relationships with all levels of management and staff, coworkers, personnel of other government agencies, and contractor staff.

(EXAMPLE: Describe the various types and level of individuals you interact with and for what purpose. Describe instances that required you to use tact, diplomacy and negotiation skills to achieve cooperation and develop consensus. Describe your accomplishments developing and implementing successful approaches to solve problems and resolve conflicts. Provide examples of specific assignments which required you to work within a team environment. What was your role?)

NOTE: Breadth, recency, and length of experience in the field; training, awards and commendations; past and current performance; and community or outside professional activities will be reviewed as they relate to each of the above factors to determine the level of knowledge, skill or ability of candidates.

Reasonable accommodations will be made for qualified applicants or employees with disabilities except when doing so would pose an undue hardship on the employing agency.

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.